



POSITION ANNOUNCEMENT

Nancy S. Grasmick
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

DIVISION OF CAREER TECHNOLOGY AND ADULT LEARNING CORRECTIONAL EDUCATION PROGRAM

December 1, 2006

POSITION TITLE: Academic Program Coordinator, Correctional Education

POSITION NUMBER: 049162

SALARY: \$89,589 - \$92,119

LOCATION: 200 West Baltimore Street
Baltimore, Maryland

NATURE OF WORK: This is a professional position providing leadership and management for the academic Correctional Education Program, including literacy, adult basic education, secondary (GED) level instruction with application to functional, life, and employability skills.

DUTIES AND RESPONSIBILITIES: Provides leadership for academic instruction and planning new initiatives; develops and maintains the academic program (Literacy, ABE, Secondary, functional and life skills), including curriculum policies and procedures, technology and student evaluation and performance; provides input and guidance for instructional technology and Management Information Systems; manages federal grant programs and federal legislation information; develops and provides staff development; develops public information bulletins; allocates financial resources.

MINIMUM QUALIFICATIONS: **EDUCATION:** A Masters Degree in Education or a related field; eligibility for a Maryland Administrator II or Principal Certificate is preferred.

EXPERIENCE: Three years of satisfactory teaching experience

ESSENTIAL REQUIREMENTS: Knowledge of the principles and practices of adult education; knowledge of academic curriculum planning, development, and implementation; skill in time management, personal organization, and administrative detail; skill in the development of effective work teams; ability to communicate effectively and to establish and maintain effective working relationships.

PROCEDURE FOR APPLICATION: Applicants must include their resume and complete a Maryland State Department of Education (MSDE) Application for Employment indicating application for Position #049162 - Academic Program Coordinator. The application, resume, and any support documentation must clearly demonstrate that the applicant meets the prerequisite Minimum Qualifications and possesses the Essential requirements for the position. Completed Applications must be directed to the Staff Employment Section, Office of Human Resources, Maryland State Department of Education, 200 W. Baltimore Street, Baltimore, MD 21201 or faxed to 410.333.8950.

For inquiries or an MSDE Application, contact 410.767.0019 or TTY/TDD 410.333.3045, or visit our website at: www.marylandpublicschools.org/MSDE/aboutmsde/jobs. All applications must be received by the Closing Date. *Appropriate accommodations for individuals with disabilities are available upon request.*

AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE

**CONDITIONS OF
EMPLOYMENT:**

Employees in this classification are subject to Substance Abuse Testing in accordance with Code of Maryland Regulation 17.04.09, Testing for Illegal Use of Drugs. Applicants must consent to State Police Investigation as a routine procedure for all employees required to work in State Correctional Institutions. Proof of eligibility to work in compliance with the Immigration Reform and Control Act is required.

CLOSING DATE:

December 22, 2006